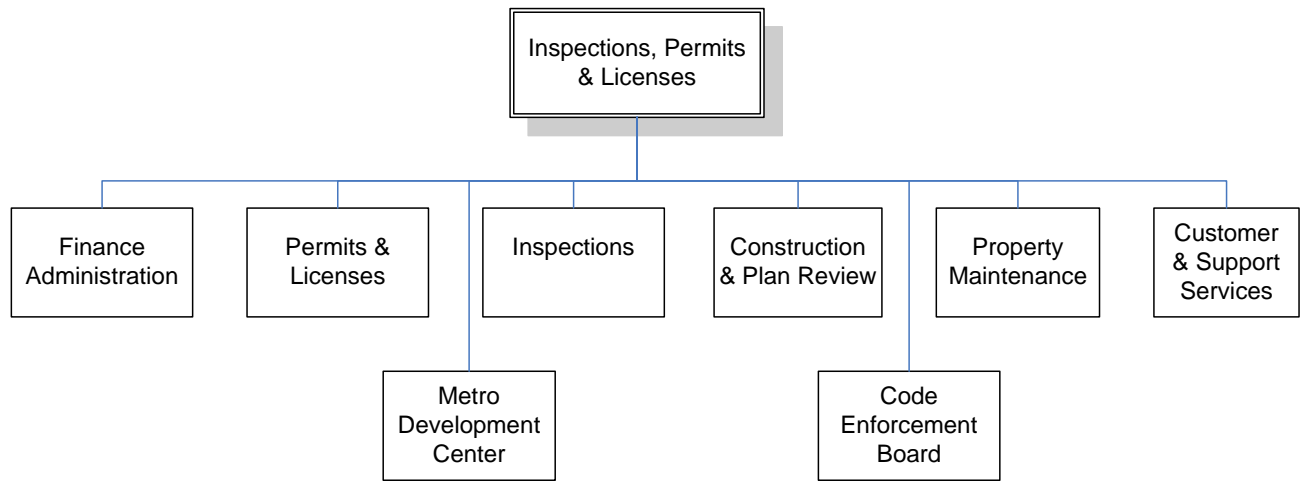




Inspections, Permits & Licenses



INSPECTIONS, PERMITS & LICENSES

Department Mission

To promote public awareness of health and safety standards and provide quality service to the citizens of this community in the most prompt, efficient, thorough and professional manner.

Programs and Services

Finance and Administration

To support the Inspection, Permit & License Department by preparing and monitoring the budget, accounting and purchasing activities; managing and monitoring contracts with outside vendors; performing human resource and payroll type activities; insuring all accounts payable and receivable are current and accurate; performing human resource and payroll type activities and performing regular audits of departments functions/activities to insure full compliance with all metro laws and general accounting, performance and auditing practices.

Permits and Licenses

To ensure compliance with all local, State and Federal laws related to alcohol, adult entertainment, massage facilities, amusement dance halls, charitable solicitation, escort services, armed security guards, vendors, transportation, horse-drawn carriages, off-site automobile sales, special events, pyrotechnics and pawn brokers prior to the issuance renewal of any license or permit; performing records management and retrieval for permits and licenses; and processing all citations, violation letters, orders generated by Metro Police related to these activities, coordinating ,documenting and holding administrative hearings to adjudicate these citations and violations.

Inspections

To ensure compliance with Kentucky building and residential codes and Land Development code by monitoring and inspecting all changes and upgrades of structural, electrical, HVAC, elevator, and plumbing installations/systems in existing buildings, as well as all new construction and its related components; and by providing technical assistance to design professionals, contractors, the general public and other government agencies.

INSPECTIONS, PERMITS & LICENSES

Programs and Services (continued)

Construction and Plan Review

To protect the public health and safety by ensuring compliance with Building and Land Development codes, performing construction, site and architectural plan review, and by ensuring compliance with historic preservation, overlays and urban renewal requirements.

Property Maintenance

To ensure the safety, maintenance and proper use of commercial and residential buildings by inspecting, issuing violation notices/citations and fines for violations discovered and/or not corrected; and by causing the abatement of illegal, unsafe, unhealthy and dangerous conditions within our community through code enforcement and demolition programs.

Customer and Support Services

To support department operations by providing operational and clerical support; answering and routing all calls for service; processing and issuing licenses and permits required by state and local laws relating to construction and building use; receiving and distributing all mailings; maintaining, archiving and retrieving department records; administering the public nuisance ordinance in conjunction with Metro Police and monitoring all calls for service to ensure prompt and quality response.

Code Enforcement Board

To provide citizens an opportunity to appeal violations notices or citations received by them for violations of the various Metro ordinances that utilize the Code Enforcement Board as its appellate body.

Metro Development Center

To support Metro Development Center operations by providing operational support for all agencies (IPL, P&D, PW, MSD, LWC, APCD, Health, State plumbing & elevator plan review) located in the development center to ensure a streamlined multi-agency one stop/start shop facility for development reviews, permits and licenses to meet the needs of Developers, Contractors, Design Professionals, Home Owners & the Public.

INSPECTIONS, PERMITS & LICENSES

Goals & Indicators

- Ensure public safety by making sure that the construction of new buildings and structural modifications to existing buildings meet current Kentucky Building and Residential codes.
- Ensure public safety by making sure that electrical, mechanical and other building systems installations meet current building, electrical and mechanical codes
- Ensure that citizens in Metro Louisville have sanitary and safe living conditions in their homes and neighborhoods by enforcing the Property Maintenance and Land Development Codes.
- Ensure that local, state and federal laws are being followed in regards to the sale and consumption of alcohol beverages and by businesses and individuals that provide public transportation, adult entertainment, vending and special event services, etc., by issuing permits and licenses for these activities.
- Provide excellent customer service to our customers, both public and internal.
- Ensure that the Code Enforcement Board processes all appeals of violation notices and citations timely and efficiently.
- Ensure that the services provided to the internal and external customers of the Development Center are the most friendly, professional, efficient and coordinated possible.

**Inspections, Permits &
Licenses**
Budget Summary

	Prior Year Actual 2003-2004	Original Budget 2004-2005	Revised Budget 2004-2005	Mayor's Recommended 2005-2006	Council Approved 2005-2006
General Fund Appropriation	5,897,400	6,343,100	6,343,100	6,909,300	6,909,300
Agency Receipts	474,700	511,200	511,200	480,400	480,400
Federal Grants	2,967,100	1,629,100	1,695,800	1,662,500	1,662,500
Total Revenue:	9,339,200	8,483,400	8,550,100	9,052,200	9,052,200
Personal Services	6,441,500	6,814,800	6,814,800	6,922,700	6,922,700
Contractual Services	670,900	1,060,600	1,074,300	1,069,800	1,069,800
Supplies	87,200	107,000	135,000	110,200	110,200
Equipment/Capital Outlay	102,900	50,000	75,000	59,600	59,600
Interdepartment Charges	616,200	451,000	451,000	889,900	889,900
Total Expenditure:	7,918,700	8,483,400	8,550,100	9,052,200	9,052,200
Expenditures By Activity					
Director's Office	0	151,300	151,300	154,800	154,800
Finance and Administration Program	0	360,300	427,000	633,700	633,700
Permits & Licenses Program	1,033,300	440,800	440,800	374,800	374,800
Inspection Program	5,220,700	2,842,700	2,842,700	2,991,000	2,991,000
Construction & Plan Review Program	1,323,500	806,500	806,500	822,500	822,500
Property Maintenance Program	49,000	3,211,500	3,211,500	3,310,300	3,310,300
Customer & Support Services Program	292,200	670,300	670,300	765,100	765,100
Total Expenditure:	7,918,700	8,483,400	8,550,100	9,052,200	9,052,200

		Position Detail	
Inspections, Permits & Licenses		Mayor's Recommended FY2005-2006	Council Approved FY2005-2006
Position Allocation (in Full-Time Equivalents)			
Full-Time		142	142
Permanent Part-Time		0	0
Seasonal/Other	*Board Members	3 *	3 *
Total Positions		145	145
PROGRAMS			
<i>Director</i>			
Full-Time		2	2
Permanent Part-Time		0	0
Seasonal/Other		0	0
Total Positions		2	2
Title			
Director		1	1
Executive Assistant		1	1
PROGRAMS			
<i>Finance and Administration</i>			
Full-Time		5	5
Permanent Part-Time		0	0
Seasonal/Other		3	3
Total Positions		8	8
Title			
Assistant Director		1	1
Business Manager I		1	1
Administrative Specialist		1	1
Administrative Asst		2	2
Board Member		3	3
<i>Permits and Licenses</i>			
Full-Time		8	8
Permanent Part-Time		0	0
Seasonal/Other		0	0
Total Positions		8	8
Title			
Administrative Asst		1	1
Administrative Clerk		2	2
Permit/License Supvsr		1	1
Permit/License Assistant		4	4

Inspections

Full-Time	48	48
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	48	48
Title		
Plan Review Coordinator	1	1
Building Inspection Supvsr	1	1
Building Inspector II	1	1
Building Inspector I	8	8
Commercial Building Inspector	4	4
Electrical Inspection Supvsr	1	1
Electrical Inspector II	1	1
Electrical Inspector I	3	3
Electrical & Residentl Inspctr	9	9
HVAC Inspection Supvsr	1	1
HVAC Inspector II	1	1
HVAC Inspector I	3	3
Hvac Inspector	6	6
Plumbing Inspector II	1	1
Plumbing Inspector I	3	3
Elevator Inspector	4	4

Construction and Plan Review

Full-Time	14	14
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	14	14
Title		
Assistant Director	1	1
Hist Preserv & Zoning Officer	1	1
Permit Writer	1	1
Plan Review Manager	1	1
Plan Review Supvsr	1	1
Commercial Plan Reviewer II	1	1
Commercial Plan Reviewer I	1	1
Residential Plan Reviewer II	3	3
Resid & Light Com Plan Rev I	3	3
Commercial Building Inspector	1	1

Property Maintenance

Full-Time	47	47
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	47	47

Title

Executive Administrator	1	1
Info Systems Technician	1	1
Administrative Supvsr II	1	1
Administrative Supvsr I	1	1
Administrative Specialist	2	2
Administrative Asst	1	1
Administrative Clerk	2	2
Code Enforcement Supvsr	4	4
Code Enfrmnt Off II	13	13
Code Enfrmnt Off I	21	21

Customer and Support Services

Full-Time	18	18
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	18	18

Title

Systems Analyst	1	1
Administrative Supvsr II	1	1
Administrative Supvsr I	1	1
Administrative Specialist	1	1
Administrative Asst	2	2
Administrative Clerk	5	5
Clerk Typist II	1	1
Clerk Typist I	1	1
Permit/License Supvsr	1	1
Permit/License Assistant	2	2
Clerk	1	1
Receptionist	1	1